

Tywardreath & Par Parish Neighbourhood Plan (NP) Steering Group (SG)
Minutes of meeting held on 28.11.19.

Present: Cllr David Hughes (DH), Cllr John Page (JP), David Quoroll (DQ), Cllr Roy Taylor (RT), Alison White (AW),

Apologies for absence:

Cllr Jordan Rowse, Cllr Adrian Wildish, Cllr Caroline Wildish (CWi)

Item	Discussion notes	Who? Action? By when?
1.	<p>Minutes from last meeting held on 02.09.19. have previously been approved and adopted by email.</p>	
2.	<p>Matters Arising and Finance</p> <p>DH is the contact between the Steering Group (SG) and the Parish Council (PC) for finance, now we are drawing on PC funds. AW is keeping a record of invoices as far as she is able, but Cornwall Council do not always remember to copy her in when invoicing the PC. Sally Vincent keeps the up-to-date definitive records.</p> <p>Maps have been the main item of expenditure since last meeting. Going forwards, WesternWeb charges for uploading documents onto the NDP section of the PC website, but this is a minor expense. It appears that CC now prefers NDP for Neighbourhood Development Plan (rather than NP). We anticipate the most costly items will be: the Basic Conditions Statement; and printing for the statutory consultation period e.g. posters advertising where ring-bound copies of the draft NDP can be found (and we will have 2 or 3 copies to loan out if asked) i.e. 10 approx. AW will ask St Austell Printers for an estimate for the ring-bound draft NDP. We will also need to hire venues and organise displays for 3 or 4 consultation events. When it comes to the referendum, CC pay for the process, but we may wish to do a mailshot reminder with some information on the NP to individual households. It was agreed that DH, DQ and AW (the working party) + any other SG members available will meet to plan the consultation period, then will update other members by email.</p> <p>There is also the question of how to organise collecting and collating responses from the statutory consultees and the public during the pre-submission consultation period. CC has updated</p>	<p>DH/AW Ongoing</p> <p>AW Printers Jan 20</p> <p>DH, DQ and others meet in Jan 20</p> <p>CWi Cons. Process ASAP</p>

	<p>its guidance on the CC website. The PC is the Qualifying Body and this is a legal process, so the responsibility lies with the PC.</p> <p>Caroline Wildish (CWi) is Chair of the PC. AW has written to CWi about the need for a named person to be responsible for carrying out and documenting this process.</p> <p>DH said it would be useful for Parish Council budgeting purposes to have some idea of how much we might need to pay for the Basic Conditions Statement. AW has checked with Cornwall Council (CC) but they do not offer this as a paid for service. AW will go back to James Evans of Evans Planning and ask if he is able to give us an estimate for producing the Basic Conditions Statement on the basis of the initial draft of policies. A number of NP Groups have employed Evans Planning including both Fowey and St Blaise who recommended him. Since the meeting AW has checked with Evans Planning and they recommend waiting until after feedback on the SEA version of the NDP.</p>	AW contact Evans Planning after SEA feedback Feb 2020
3.	<p>StARR update 27.09.19. and 12.11.19.</p> <p>AW has continued to liaise with Tom Fletcher (TF) of the Environment Agency (EA) and Jenny Moore (JM) of St Blaise NP on StARR related topics. We were invited to a meeting on Wed 25.09.19. by the new Cornwall Council appointed Programme Manager for StARR, Mark Allott (MA). MA is responsible for setting up a team to work on a project brief under the heading of Community, Nature and Engagement (tbc). MA is keen that the established link between the EA, CC and both NPs should continue. Discussion focused on imaginative ways of addressing flood amelioration, through planting, landscaping etc.; and the possibility of how these might lead into wider actions including on the Health and Wellbeing front. MA brought along the Blue Green Corridors Map (which he had printed off from the NP website) and was interested in the direction that Tywardreath and Par Parish NP is taking in policy terms, particularly in relation to Blue Green. MA advised that they were looking for a quick simple project to demonstrate to the community at large the opportunities which StARR can offer. The continued involvement of NPs in the project was appreciated, not least as a focal point for community engagement. MA will be talking with a wide range of partners, stakeholders and the community at large about project opportunities over the next few months; and AW will</p>	

	<p>circulate more information as it becomes available.</p> <p>RT and AW both attended the CC organised StARR information evening for Councillors and NP SG members. There was a lot of information on specific sites, mainly within St Blaise; and we were asked to give feedback. AW emphasised the need for the expert advice to be taken before putting in accessibility measures/enhancements e.g. signage, seating etc. RT highlighted some of the issues raised at the meeting, for example, including the safety of children, given the depth of some of the ponds. The engineering requirements are significant and it certainly highlights the climate change challenge.</p>	
4.	<p>Strategic Environmental Assessment version of the NDP</p> <p>DH wished to record the gratitude of the SG for all the hard work put in by AW and John Elkington in compiling and producing the SEA version of the NDP and all the supporting documentation. It was agreed by all present to put the SEA version of the NDP to the Parish Council Meeting on Thurs 5 Dec; and then to Cornwall Council (CC) before Xmas.</p> <p>DH emphasised that this initial SAE screening is informal and very much a first stage in a long process. CC will take 6-8 weeks to come back to us, so it will probably be February at the earliest. Then we have to respond and amend any and all documentation as necessary. Once everything is organised, there will be a 6 week statutory consultation period with both statutory consultees e.g. English Heritage and the public. It is at this point that the community will see what is being proposed in the NDP and will have the opportunity to respond. All the comments will need to be collated and again we have to respond; and update/amend all the documentation. At this point, the draft NDP goes to the External Examiner who has up to 5 months to respond. After this, we again have to respond and amend the documentation before a referendum.</p> <p>AW has updated the draft SEA version NDP and associated documents since their circulation for this meeting and will be adding a couple of items to the appendix. AW will ensure that Sally Vincent has the documentation ASAP, so it can be forwarded to Parish Cllrs. AW will also put the documentation up on a “cloud” account, so members can access the</p>	<p>DH present draft NDP to PC Dec 2019</p> <p>AW make updated documents available ASAP to PC then CC</p>

	<p>information via a hyperlink. This will hopefully mean that the formatting will remain stable; and that there will no longer be an issue with some email providers refusing the documents as they are deemed to be too large.</p> <p>DQ is liaising with John Brinkhoff at CC Mapping Section on another map and there is another text document to go in. This is not essential for the PC meeting.</p>	DQ Map + document ASAP
5.	<p>Focus Group/Working Party Reports</p> <p>Community Engagement</p> <p>JP has continued to be a presence at Cornubia once a week to answer any queries; and the day is changing again. This time from Wednesday to Monday. Updates have gone out on social media and to those on the general email list, asking the community whether there are any particular assets they value. JP asked that any more ideas for updates would be helpful, as this keeps the community interest. New followers are still appearing and one lady came into Cornubia to discuss the NDP and was most impressed with the NP section on the PC website.</p> <p>The December article for PL24 is asking for heritage suggestions too and signposting the community to the fine array of maps which are now up on the parish website. Profiles of the NP SG and Working Group Members are now up on the NP section of the website, as we have been asked what our backgrounds are and how we ended up on the group - a question AW has asked herself many times recently!</p> <p>Working Party Report</p> <p>DH has produced a number of extremely detailed documents building on research carried out over the last 18 months, most notably a Landscape Character Assessment, Land Use Classification document and map; and an extremely thorough review of potential flooding issues linked to Drains, Drainage and the Catchment Basins in the parish. Although the Flooding policies were initially drafted by the Environment Agency, these have been “tweaked” further to reflect significant concerns about runoff and potential contamination from mining activity.</p> <p>Heritage and Environment policies</p> <p>DQ has obtained support for most of the Local Green Space Designations (LGS) from the owners of the land, but there are a couple which are outstanding as the owners need to seek</p>	JP/AW updates On-going

	<p>further advice. DQ is sending written confirmation of support to Sally Vincent for the PC records. SG members are asked not to publicise the potential LGS sites. In some cases, owners who have given their support may prefer this to be kept private. Cornwall Council will also be commenting on this aspect in the draft Strategic Environmental Assessment (SEA) version of the draft NP and might raise objections. For this reason the Green Spaces – Overview Map will not be put up on the website at the moment. Finally, it should be noted that longer term there is no guarantee that the External Examiner will accept all the LSGs. It would be unfortunate if we were to raise the community's expectations in this regard, if a designation were then not accepted.</p> <p>Various organisations and groups have been consulted on the Heritage policies including Par Old Cornwall Society, In Search of Tywardreath and the Cornubia Civic Change Project, Heritage group. Sean Taylor's help in drafting these policies has been invaluable. The armillary sphere will be listed as a non-designated heritage asset. It is owned by PL24 and the association supported the listing in the PL24 AGM.</p> <p>AW has drafted a Tranquil Areas policy. The aim is not to stop development in these areas (providing the proposal is in line with Cornwall Local Plan and our NDP policies), but to ensure the areas remain tranquil. They all are enjoyed by locals and tourists and have considerable potential as far as the development of Blue Green Tourism is concerned. Gemma Hankins (GH), our NP contact, has asked around all of CC and no-one knows of any other NP which has included such a policy, so GH has been unable to advise on wording. AW has sent a draft to the Open Spaces Society, the Ramblers Association and the CPRE for comment and feedback along with policy BTT4 Public Rights of Way, but so far there has been no response.</p> <p>Housing and Development Policies</p> <p>Over the last year or so, the Affordable Housing Team, the Rural Housing Enabler and Cornwall Community Land Trust have all given us presentations and information. But keeping up with developments in this area is a challenge. CC has only just released new guidance on development boundaries; and we gather the Intermediate Affordable Homes Policy is under</p>	
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<p>review along with the supplementary housing policy which is currently out for consultation on the CC website. Unlike other policies where we have already had some informal feedback, the first feedback on the Housing and Development policies will be in the comments on the Strategic Environmental Assessment (SEA) version of the draft NDP, as GH has advised us to go ahead on this basis.</p> <p>Business, Tourism and Transport: Community, Health and Wellbeing</p> <p>Policies for these objectives were finalised some time ago and CC has commented informally on all of them.</p> <p>General working party updates</p> <p>DH, DQ and AW have met three times since the last SG meeting on 9th October, 4th November and 20th November. Discussion covered a lot of ground including the need for consistency in terms of style; the distinctive features of Tywardreath and Par Parish; scrutinising policy wording; and going through the Sustainability Appraisal Checklist. It was noted that this was a useful tool; and it was interesting to see the emphasis on environmental issues, no doubt partly in the light of recent climate action and new research/information coming through. Fortunately, it all chimes with what the community has asked for and what we are trying to achieve in Tywardreath and Par Parish NDP. Further feedback from SG members has been and will continue to be appreciated.</p> <p>We have finished the SEA version of the NDP (SEA NDP). It should be noted that this SEA version is not for publication or general distribution. CC will screen the draft SEA version to determine whether further investigation is required on an environmental level and it will be circulated to all departments for “informal” feedback. Our understanding is that the document does not need to be perfect at this stage e.g. some formatting/pagination will not be done because there may well be changes. Photos will be inserted later as and where appropriate. The SEA version of the NDP is read alongside the Appendix, the Sustainability Checklist and an Evidence Summary which gives all the references and source documents.</p> <p>Whilst CC is scrutinising our initial SEA version, we will need to</p>	<p>AW Consult. Statement Feb 2020</p>
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	<p>draft the Consultation Statement, arrange for the Basic Conditions Statement to be compiled; and will need to start planning for the statutory public consultation period. AW will draft the Consultation Statement. CWi has been contacted as the PC will need to agree how and who will contact all the statutory agencies and collate their responses along with those from members of the community.</p>	CWi Consultation responses
	<p>Date of next meeting/s and draft agenda The date and agenda for the next meeting will be posted on the Parish Council website least 3 days in advance of the meeting. The venue will be confirmed at the same time. The next SG meeting will be in February 2020 if not before.</p>	All to note